



CUSTOMIZED PLAN REVIEW (CPR) **APPLICATION GUIDELINES**

Requirements For Plan Submission

1. Building Permit Application filled out completely.
2. Two (2) complete sets of, Architectural, Electrical, Fire Protection*, Landscaping, Mechanical, Plumbing, and Zoning plans.
3. Five (5) sets of Civil drawings for distribution to, Land Development, Storm Water and Traffic Departments.**
4. Permit fees Required:
 - a. \$500 for the CPR Application and
 - b. \$250 for the Health Department Application, if applicable.
5. Any additional Documentation such as:
 - a. One (1) complete plan set for Health Department review with application and fee payment if project involves any food handling.
 - b. Any Special Permits, Special Contracts or Conditions pertaining to land use as defined in documents on file in the Planning Department.

After Plan Submission

1. Allow two (2) weeks for the plan review process.
2. During this time, track the progress of your plans on Tidemark.
3. Note any plan deficiencies documented on Tidemark by the various Plan Reviewers. Please feel free to contact the various Plan Reviewers if a more detailed explanation of the comments made on Tidemark is required.
4. Gather all information, documentation, revisions, etc. which will be required to address any plan deficiencies at the CPR meeting.
5. Once the plan review process is completed, BP&I will contact you to schedule your CPR meeting at a time convenient to you.

At the CPR Meeting

1. Bring your design team, Architects, Engineers, Contractors, Owners, or anyone else that can make the on the spot corrections, revisions or decisions necessary to addressing all deficiencies on the plans.
2. If all plan deficiencies can be addressed, a grading permit has or can be issued, a Contractor has been hired and is present, and all fees paid, then a Building Permit will be issued at the end of the CPR meeting.
3. If some issues cannot be resolved at the CPR meeting, but can be addressed at a later date, another CPR meeting will not be required. Once the issues addressed, a Building Permit will be issued to your Contractor.

* Fire Protection systems plans for fire alarms, fire sprinklers/extinguishment systems, fire hydrants or other fire protection features will require two (2) sets of plans, submitted separately

from the Building plan sets. Except for fire hydrants not connected to any fire extinguishment systems, all plan submittals and system installations, must be done by a Fire Protection Company licensed in the State of Texas for such work.

** It is strongly recommended that all Land Development and Storm Water approvals be obtained as soon as possible so that BP&I will be able to issue the Building Permit at the time of the CPR meeting.